

October 2019

Dear Sir/Madam

Learning Resource Centre Manager

Thank you for your enquiry regarding this post. The School currently requires a Learning Resource Centre Manager to commence from January 2020, for 37 hours per week (8.30 am until 4.30 pm Monday to Thursday, 8.30 am until 4.00 pm on Friday), term time only plus INSET (39 weeks per year).

The successful candidate will manage the day-to-day running of the Learning Resource Centre (LRC), helping and advising all who visit to support teaching and learning across the whole School, alongside carrying out all necessary routine LRC managerial and administrative tasks, for example, maintaining stock levels, managing the LRC budget, up-dating displays etc. In addition, they will have responsibility for the organisation and maintenance of our extensive School Archive.

Under the direction of the Assistant Headteacher (Upper School), they will supervise independent Sixth Form learners and other pupils across the year groups with their reading and study queries. They will work very closely with both teaching and support staff and therefore interpersonal skills and an amiable manner are essential as is the ability to work as part of a team. Previous experience working with young people in a School is essential. The attached job description gives further details of the post.

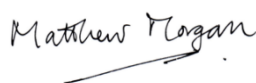
The annual salary for this post is approximately £18,085 to £19,193 (proportionate to the full time rate of £21,166 to £22,462 per annum) depending on experience.

If you wish to be considered please submit a completed application form with a covering letter explaining your suitability for the role. A current CV would also be welcome. The offer of the post will be subject to two satisfactory references and an enhanced Disclosure and Barring Service check.

The closing date for applications is 9.00 am, Monday 11 November 2019. Interviews will take place on Wednesday 20 November 2019.

Thank you for your interest in the post. I look forward to receiving your application.

Yours faithfully



Matthew Morgan  
HEADMASTER